



## City Council Staff Report

Date: February 15, 2017

CONSENT CALENDAR

Subject: AUTHORIZE AN INCREASE IN THE AMOUNT OF \$26,422 TO PURCHASE ORDER 17-0728 ISSUED TO WILLDAN ENGINEERING FOR THE FIRE STATION NO. 4 REHABILITATION, CITY PROJECT NO. 15-25

From: David H. Ready, City Manager

Initiated by: Engineering Services Department

---

### SUMMARY

Approval of this action will authorize additional civil engineering design services for the preparation of civil engineering design reports and site drainage and grading drawings for the Fire Station No. 4 Rehabilitation, City Project No. 15-25.

### RECOMMENDATION:

- 1) Authorize an increase in the amount of \$26,422 to Purchase Order 17-0728 with Willdan Engineering for a revised total amount of \$34,662 for the Fire Station No. 4 Rehabilitation, City Project No. 15-25; and
- 2) Authorize the City Manager to execute all necessary documents.

### BACKGROUND:

On October 5, 2016, the City Council approved the programming and preliminary schematic design for Fire Station No. 4 to remodel and expand the existing building by approximately 2,600 square feet to address separation of sleeping quarters, decontamination areas, and general ADA compliance issues for the Fire Station No. 4 Rehabilitation, City Project No. 15-25, (the "Project"). In addition to this action, the City Council approved Amendment #3 with on-call architectural firm Interactive Design Corporation ("IDC") to initiate the next phase of the Project that includes the preparation of final design (plans and specifications), bidding support and construction administration. The final design includes design development of architectural, mechanical, electrical and plumbing plans with the exception of civil engineering plans. Civil engineering design

ITEM NO. 1.K.

services for Fire Station No. 4 would be contracted separately by the City utilizing on-call design firms.

On October 31, 2016, staff solicited a request for proposals to all qualified city on-call design firms. The first order of work (Phase 1) is to document the existing conditions at Fire Station No. 4. The scope of work detailed for Phase 1 includes the following:

#### Phase 1 - Existing Conditions

- On-site/off-site topography (ground survey)
- On-site wet and dry utilities location and documentation
- Off-site wet utilities (water, sewer & storm drain) location and documentation
- Off-site dry utilities (electrical, cable, data, & gas) location and documentation

The second order of work (Phase 2) is to develop design reports and construction drawings for the estimated 2,600 square foot addition and retrofit of the existing Fire Station No. 4 building. The scope of work identified for Phase 2 includes the following:

#### Phase 2 - Design & Construction Documents

- Hydrology study
- Geotechnical report
- Preliminary grading plan
- Site and utility demolition/connection plan
- Precise grading and paving plan (*includes on-site drainage details and sewer, water, and fire service line connections*)
- Opinion of Probable Construction Costs

In mid-December 2016, the City Manager authorized Willdan Engineering, in accordance with their on-call agreement (A6688), to proceed with Phase 1 topographic survey, utility research and coordination, and base map preparation at a cost not to exceed of \$8,240. Accordingly, Purchase Order 17-0728 was issued to Willdan Engineering associated with this assignment.

At this time, the scope of work assigned in Phase 1 is complete. Staff recommends the City Council authorize an increase in the amount of \$26,422 for a revised total contract amount of \$34,662 with Willdan Engineering to proceed with Phase 2 design reports and construction drawings for Fire Station No. 4. A copy of Willdan Engineering proposal is included as **Attachment 1**.

#### ENVIRONMENTAL IMPACT:

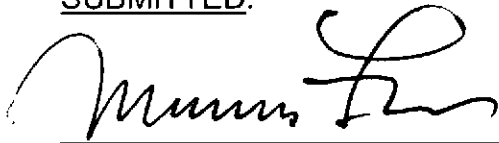
Section 21084 of the California Public Resources Code requires Guidelines for Implementation of the California Environmental Quality Act ("CEQA"). The Guidelines are required to include a list of classes of projects which have been determined not to have a significant effect on the environment and which are exempt from the provisions of CEQA. In response to that mandate, the Secretary for Resources identified classes of projects

that do not have a significant effect on the environment, and are declared to be categorically exempt from the requirement for the preparation of environmental documents. In accordance with Section 15301 "Existing Facilities," Class 1 projects consist of interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances; therefore, the Fire Station No. 4 Rehabilitation, City Project No. 15-25, is considered categorically exempt from CEQA, and a Notice of Exemption has been prepared and filed with the Riverside County Clerk.

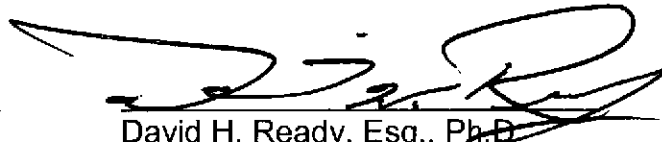
FISCAL IMPACT:

Sufficient funds are budgeted and available in the General Fund (Capital Projects) Account No. 261-3600-59483 to facilitate approval of this purchase order increase in the amount of \$26,422 with Willdan Engineering for Fire Station No. 4.

SUBMITTED:



Marcus L. Fuller, MPA, P.E., P.L.S.  
Assistant City Manager/City Engineer



David H. Ready, Esq., Ph.D.  
City Manager

Attachments:

1. Wildan Engineering Proposal

# **Attachment 1**



December 09, 2016 (Revised)

Gianfranco Laurie, P.E., T.E.  
Senior Civil Engineer  
Engineering Services Department  
City of Palm Springs  
3200 E. Tahquitz Canyon Way  
Palm Springs, CA 92262

**Subject: Proposal for Civil Engineering Services for CP15-25 Fire Station #4 Rehabilitation**

Dear Mr. Laurie:

Willdan Engineering (Willdan) appreciates this opportunity to present our proposal to provide civil engineering services for the CP15-25 Fire Station #4 Rehabilitation project. Willdan is well qualified to provide these services. Willdan has built our reputation around providing quality full-service engineering services to public agencies for more than 50 years.

### **General Description**

Willdan proposes to provide professional civil engineering services required for the design of this project. Willdan will provide the professional services necessary to produce the design materials, construction documents, and management systems to successfully construct the project. A detailed breakdown of our proposed services is included herein.

### **Project Understanding**

We understand that the design and construction of the subject project has been duly authorized by the City Council and that onsite building designs are being prepared by another consultant, Interactive Design Corporation (IDC). The civil engineering services desired will provide the designs for the necessary offsite and onsite improvements to support the building improvements at this Fire Station. Topographical survey and utility research and documentation for the design of the project will be done separately and will be provided to Willdan.

### **Specific Services**

#### **Phase 2 – Prepare Preliminary Design and Construction Documents**

Task 1 – Prepare Project Area Base Sheets:

Willdan will utilize the 20-scale, 1- foot contour topographic survey files provided

in AutoCAD (.dwg) format to develop the project base sheets. The sheets will be set up on City of Palm Springs title block at a scale of 1" = 20' on 24" x 36" sheets.

The plan set will include the following sheets:

- Title Sheet (1 Sheet)
- Details/Notes Sheet (2 Sheets)
- Site Demolition Plan (1 Sheet)
- Rough Grading Plan (1 Sheet)
- Precise/Paving/Striping Grading (1 Sheet)

**Site Demolition Plan:** Willdan will provide civil engineering design to determine the facilities to be demolished, removed, and protected in place.

**Precise Grading and Paving Plan:** Willdan will provide civil engineering design to develop the plans for the precise grading, paving, and drainage of the site. Willdan will provide the civil engineering design of the layout to determine vertical and horizontal design in conformance with the overall project. Grading contours, finished surface elevations, and drainage patterns and features will be indicated. Improvements to be designed will include parking lot layouts, parking lot new AC pavement, and grading, sidewalks, concrete surfaces, signing and striping.

Willdan include on-site drainage details on the precise grading plans to account for additional drainage produced from the improvements. Area drains and storm drainage pipe will be added as needed. Onsite detention will be proposed to capture and infiltrate roof drains from the new proposed building. Trench grates will be proposed on the parking lot and diverted into a drywell onsite.

The sanitary sewer, water and fire service line connection points will be shown on the precise grading plan.

#### Task 2 – Building/Civil Improvements Coordination:

Willdan will coordinate with Interactive Design Corporation (IDC) via telephone and electronically to share information relative to the coordination required for the successful design of the building and supporting improvements. It is expected that the building location will be established prior to the start of Phase 2.

#### Task 3 – Geotechnical Report:

A geotechnical report of the site will be prepared. The report will document the site geotechnical conditions by research of the appropriate documents and analysis of borings obtained on the site. Willdan will perform site investigation for shallow soil testing for parking lot construction and will perform percolation testing. Included within the report will be conclusions regarding the existing site conditions, recommendations for the pavement section, percolation, recommendations (if any) for utility trenching designs.

**Task 4 -- Hydrology Study memorandum:**

To support the engineering design of the site, a Hydrology Study memorandum will be prepared in accordance with City of Palm Springs and Riverside County standards. The study will document the existing drainage patterns, flood zones, existing drainage facilities, and proposed drainage patterns and facilities to ensure negative impacts are not created by the design.

Phase 2 Deliverables: Willdan will provide the City with up to 3 copies of the bound reports and 10 sets of 24" x 36" preliminary plans on bond paper and electronic files will be provided by email. Submittals of documents will be made to the respective agencies requiring review.

Phase 2 will be completed within 4 weeks from the completion of Phase 1

**Phase 3 Prepare 90% Design and Construction Documents**

**Task 1 – Revise and Update Progress Plans and Studies**

Following receipt of plan review comments from all agencies, Willdan will perform addition design and analysis to progress the construction documents and reports to the 90% complete status.

**Task 2 – Project Specifications:**

City will prepare the contract specifications including the special provisions needed.

**Task 3 – Opinion of Probable Construction Cost:**

Willdan will provide the opinion of probable construction cost for the items associated with the civil engineering design. Units costs will be based on current City of Palm Springs bid tabs, and Caltrans cost data resources. The opinion will be provided in MicroSoft Excel.

Phase 3 will be completed within 3 weeks from the completion City's review of Phase 2.

Phase 3 Deliverables: Willdan will provide the City with up to 3 copies of the bound reports and 10 sets of 24" x 36" 90% plans on bond paper and electronic files will be provided by email. Submittals of documents will be made to the respective agencies requiring review.

**Phase 4 Prepare 100% Design and Construction Documents**

**Task 1 – Revise and Update Progress Plans and Studies**

Following receipt of plan review comments from all agencies, Willdan will perform additional design and analysis to progress the construction documents and reports to the 100% complete status.

Phase 4 will be completed within 3 weeks from the completion of City's review of Phase 2.

Phase 4 Deliverables: Willdan will provide the City with up to 3 copies of the bound reports and 10 sets of 24" x 36" 100% plans on bond paper and electronic files will be provided by email. One set of 24" x 36" plans on mylar will also be provided to the City.

### **Assumptions and Exclusions**

- Preliminary topographical on-site and off-site survey and utility research and documentation is excluded and will be provided to Willdan as a base map in AutoCAD format for the design and plan preparation.
- Willdan assumes that all building structural improvements will be excluded.
- All geotechnical investigation for building and foundations will be provided by City's Architect.
- Willdan assumes that there are no off-site flows to this project.
- Willdan will base the design on City's architect's plans and assumes that completed (or approved concept plans) will be provided for design purposes. All connection points for utilities will be clearly shown on the architect's plans.
- Willdan assumes that City's architect will be available for coordination during the design phase.
- Sand and Grease Separator is excluded.
- Fire suppression and irrigation system are excluded.
- All permits and related fees are excluded.
- The deliverables will be preliminary, 90% and final submittal.
- WQMP is excluded, if required, will be provided on time and material basis or under separate order.
- Hydromodification analysis is excluded.
- Bid period assistance and construction support are excluded.
- As-built plan preparation is excluded.
- City will provide the contract specification including special provisions.
- Irrigation and planting will be provided by City's architect and is excluded here.



**Fee Schedule - CP15-25 Fire Station #4 Rehabilitation**

Description	Amount
Project Management and Project Coordination	\$ 2,068.00
<b>II. Design &amp; Construction Documents</b>	
a. Hydrology study	\$ 4,290.00
b. Geotechnical report	\$ 7,500.00
c. Preliminary grading plan	\$ 3,288.00
d. Site and utility demolition/connection plan	\$ 1,936.00
e. Precise grading and paving plan	\$ 5,932.00
f. Opinion of Probable Construction Costs	\$ 1,408.00
<b>Subtotal - Design &amp; Construction Documents</b>	<b>\$ 24,354.00</b>
<b>Total</b>	<b>\$ 26,422.00</b>

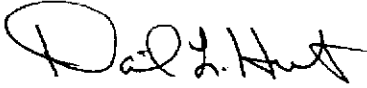
<b>Notice to Proceed (Assumed)</b>	<b>December 12, 2016</b>
Kick Off Meeting ( One Meeting)	1 week duration
Preliminary Layout Concept (60% PS&E)	3 week duration
QA/QC Review and Documentation	1 week duration
Agency Review Time	3 week duration
90% Design Submittal (PS&E) (Draft Final)	3 week duration
QA/QC Review and Documentation	1 week duration
Agency Review Time	2 week duration
100% Design Submittal (PS&E) (Final)	3 week duration
Final Design Submittal (PS&E)	1 week duration
<b>Completion of Design</b>	

Willdan Engineering (Willdan) is pleased to submit this proposal to perform geotechnical investigations, hydrology memorandum, prepare plans and estimates for the final design of the Fire Station #4 Rehabilitation Project and coordinate and discuss the project with the City of Palm Springs. Willdan will provide this work for \$ 26,422.

We are very interested in serving the City of Palm Springs and look forward to discussing our proposal with you. If you have any questions, please contact Tyrone Peter at (714) 393-1963 (tpeter@willdan.com) or myself at (657) 223-8607 or by email at dhunt@willdan.com.

Respectfully submitted,

**Willdan Engineering**



Dave Hunt, PE  
Senior Vice President/Director of Engineering